



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

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FARM SERVICE AGENCY POLICY ON THE PREVENTION OF SEXUAL HARASSMENT

The Farm Service Agency (FSA) is committed to maintaining a high standard of conduct in the workplace and providing a work environment free from sexual harassment.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended. It involves unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:


- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for decisions about an individual's employment (promotions, work assignments, etc.);
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Each FSA employee has the responsibility to refrain from such unacceptable conduct in the workplace. Managers and supervisors bear the additional responsibility for taking immediate, appropriate and effective action to enforce this policy when they become aware of, or should have been aware of, a potential sexual harassment situation.

Any FSA employee who is found to have engaged in sexual harassment is subject to immediate disciplinary action, up-to and including removal from Federal service. Managers and supervisors who fail to appropriately respond to reports of sexual harassment may be disciplined for failure to take swift and appropriate action.

This policy also applies to incidents of sexual harassment involving private contractors and customers. Managers and supervisors have the responsibility to maintain a work environment where employees are free from sexual harassment from private contractors and FSA customers, as well as employees.

Any employee who believes he or she has been subjected to sexual harassment

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should immediately report this to his or her supervisor or manager for corrective action. If the harasser is an employee's supervisor, then a report should be made to the employee's second-line supervisor. If the supervisor or manager does not take immediate and appropriate action to stop the harassing activity, the employee may bring the matter to the attention of an EEO Counselor, Branch Chief, EEO Counseling/Mediation, or any EEO official within the Office of Civil Rights.

Preventing sexual harassment is everyone's responsibility, and any reports of sexual harassment will be taken seriously and handled appropriately.

Publication: This policy should be posted in conspicuous locations throughout the workplace.

A handwritten signature in cursive script, reading "Teresa C. Lasseter".

Jan. 9, 2008

Teresa C. Lasseter
Administrator